

CITY OF MILWAUKIE

CLASSIFICATION: ASSISTANT FINANCE DIRECTOR

Department: Finance

Grade Number 28

FSLA: Exempt

Location: City Hall

Management, Supervisory, Confidential Group

EEO Category 1: Officials and Administrators

DESCRIPTION:

The Assistant Finance Director manages the general operation of the finance, budget and accounting functions; supervises the accounting staff; and acts as Finance Director in the Finance Director's absence.

The Assistant Finance Director receives administrative direction from the Finance Director and exercises direct supervision over professional, technical and support staff. This position has direct input into City policies and procedures and advises the City Manager, City Council, Department Directors, citizen boards, and committees on related issues.

DUTIES AND RESPONSIBILITIES

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages finance operations: develops and implements division work plans, procedures and reports; evaluates program performance and effectiveness, and initiates program improvement actions.
2. Supervises the accounting staff to ensure City goals and objectives are met: schedules, assigns and reviews work; makes hiring decisions; conducts performance reviews and provides training and development.
3. Assists with the compilation of the citywide budget: develops and communicates administrative procedures; coordinates distribution of reports and forms; reviews and analyzes budget proposals; and makes recommendations to the Finance Director on departmental requests.
4. Coordinates the compilation of monthly financial information.
5. Coordinates the Comprehensive Annual Financial Report (CAFR); acts as liaison with external auditors; attends audit committee meetings.
6. Coordinates and updates financial plans and reports, including bond issues and bond refunding; verifies for completeness and accuracy.
7. Develops work plans, timelines and resource allocations for assigned projects. Monitors to ensure objectives are met.
8. Provides technical advice and assistance to City departments and related entities.
9. Develops proposals for generating revenues and reducing costs.
10. Represents the Finance Department and/or City to the public, in legal or administrative proceedings, to other organizations or entities upon request.
11. Makes presentations and provides comment and testimony on request.
12. Monitors compliance with public contracting rules and internal financial policies.
13. Responsible for integrity of general ledger, fixed asset and other accounting records.

ASSISTANT FINANCE DIRECTOR
PAGE 2 OF 3

14. Prepares and administers the department budget based on staffing and resources requirements and program objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
15. Regularly attends meetings of the City Council and its committees, staff and community meetings.
16. Performs other duties as required.

JOB SPECIFICATIONS

(These are any combination of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

1. Job Preparation

a) Education and Work Experience

- i) Requires a Bachelor's Degree in Accounting or Finance from an accredited four (4) year college or university and a minimum of three (3) years of technical municipal accounting experience including a minimum of one (1) years supervisory and managerial experience. CPA or related professional qualification, preferred. Any satisfactory equivalent combination of experience, professional certifications, and training which insures the ability to perform the work may be substituted for any of the above.

2. Necessary Knowledge, Skills and Abilities

a) Knowledge:

- i) Proficient knowledge of general laws governing municipal operations in the State of Oregon
- ii) Professional knowledge and experience in the application of governmental accounting principles and practice, including experience in the preparation of Comprehensive Annual Financial Reports. Management and supervisory principles and practices.
- iii) Proficient knowledge in the use and application of desktop programs including all Microsoft applications and the Windows environment. Working knowledge of financial computer systems.
- iv) Management and supervisory principles and practices

b) Skill to:

- i) Effectively supervise and motivate staff.
- ii) Make effective and well prepared presentations to staff and in public setting.
- iii) Operate office equipment and a variety of word processing and software applications.
- iv) Maintain good relationships with bank officers, auditors, state and local agencies and other external customers.

c) Ability to:

- i) Properly interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- ii) Analyze and evaluate departmental operations and develop and implement plans to improve departmental efficiency both short and long term.
- iii) Analyze, and interpret complex data and understand and synthesize legal and technical language to develop logical recommendations.
- iv) Prepare and monitor department budget.
- v) Determine effective work methods and procedures and develop policies and procedures to maintain effective internal controls over financial transactions.

ASSISTANT FINANCE DIRECTOR
PAGE 3 OF 3

- vi) Manage multiple projects often within tight timeframes.
- vii) Exercise sound judgment in evaluating situations quickly and objectively to recognize actual and potential conflict situations and to determine proper course of action.
- viii) Effectively lead and supervise staff including training, motivating and evaluating staff.
- ix) Maintain confidentiality of sensitive information and documents as appropriate.
- x) Communicate effectively both orally and in writing.
- xi) Establish and maintain positive working relationships.
- xii) Develop and lead a team, cultivate a team climate and work as a team member.
- xiii) Perform the essential functions of the job.

3. Special Requirements

- a) Successfully pass the background checks and screening requirements of the City.
- b) Possession of a valid driver's license or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position.

4. Tools and Equipment Used

- a) All standard office equipment including but not limited to computer and printer, fax machine and copy machines; Computer software including MS based word-processing and spreadsheets and Incode financial suite.

5. Supervision

- a) This position is an at will employee hired by and operating under the general direction and supervision of the Finance Director.
- b) Has full scope of management responsibility over assigned staff as delegated by the City Manager.

6. Work Environment

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

- a) Work is performed mostly in office setting
- b) Evening meetings are required.
- c) Responds at any hours to emergency situations.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Drafted: January 2011
Adopted: January 2011
Revised: April 2013